



The Governor's Energy Office

1580 Logan Street, Suite 100; Denver, CO 80203

Temporary Communications Program Associate

The Governor's Energy Office (GEO) is seeking qualified candidates for a temporary Communications Program Associate. This position will work within the communications team to assist all GEO programs with public outreach and media relations needs.

Required Experience/Capabilities

Successful candidates will:

- Have strong administrative skills with some communications experience,
- Have an interest in energy efficiency and renewable energy,
- Have outstanding writing and editing skills,
- Possess outstanding time management and organizational skills,
- Be a team player, creative thinker, and proficient project manager,
- Be self motivated and able to thrive in a constantly changing environment with minimal management oversight,
- Be comfortable with collecting and organizing data in various formats (spreadsheets, databases, etc.),
- Be familiar with Adobe Creative Suite, and
- Be proficient with Microsoft Office Suite including Outlook and Excel.

Position Description

The temporary Communications Associate will ensure that all internal tools and systems for supporting the GEO's communications efforts are effective and organized, that Web site content is up to date and accurate, and that the GEO has the information it needs to make its outreach strategies proactive and efficient. This position will work with the GEO communications team, program staff, regional representatives, partners and contractors. Duties include:

- Compile and edit content for newsletters,
- Collect, organize, and maintain information about GEO projects including PowerPoint presentations, photos, summaries, impacts and contacts for ongoing GEO use in case studies, Web content and press releases,
- Correspond with outside partners to ensure that they maintain the GEO's messaging and brand throughout their outreach strategies,
- Manage the communications team database,
- Ensure that content on the GEO Web sites is accurate and up-to-date,

- Handle requests for Web site updates and make changes in the Content Management System as necessary,
- Coordinate event sponsorships including applications and benefits fulfillment,
- Coordinate the GEO's involvement in community events throughout the state, and
- Assist with other communications tasks as needed.

Submit resumes and inquiries via email to Juan Portillo at Bolder Staffing:

apply@bolderstaffing.com